

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040453 Annual Reporting Year: (calendar year, permit year, or fiscal year): Calendar Permit Year 2 Last day of fiscal year, if applicable: _____

MS4 Operator Level: 1 Name of MS4/Permittee: City of Bee Cave

Contact Name: Lindsey Oskoui Telephone Number: 512 767 6667

Mailing Address: 4000 Galleria Parkway, Bee Cave, TX 78738

E-mail Address: loskoui@beecavetexas.gov

B. Narrative Provisions (Part IV Section B.2.(a))

Provide information on the status of complying with permit conditions: (Part V - Standard Permit Conditions):

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		Approval and coverage effective as of 03/10/15. Received Year 1 Annual Report review confirmation on 11/10/15
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	X		

1. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate (See Example 1 in instructions):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	1. Distribute Educational Material	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. Administratively identified and summarized plan of action. SWMP and Reporting Line available in the City's website.
1	2. Web Site	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. Administratively identified and summarized plan of action. SWMP and Reporting Line available in the City's website.
1/2/3	3. Stormwater Reporting Line	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement; Illicit Discharge and Elimination, and Construction Site Runoff Control. Administratively identified and summarized plan of action. Stormwater Reporting Line available in the City's website.
1	4. Waste Cleanup	Yes - Administratively approved by TCEQ and appropriate for Public Education, Outreach, and Involvement. Administratively identified and summarized plan of action City is part of the LTRRRC.
2	5. Illicit Discharge Prohibition/Elimination Ordinance	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. Administratively identified possible amendment to current City Ord.
2	6. Storm Sewer System Map	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. Administratively identified and documented written procedures.
2	7. Illicit Discharge Detection and Elimination (IDDE) Training	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. Administratively identified manuals and list of personnel required to be trained
2	8. IDDE Response, Investigation, and Inspections	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. Administratively identified manuals and follow procedures documented
2	9. Spill Response	Yes - Administratively approved by TCEQ and appropriate for Illicit Discharge and Elimination. Administratively developing procedures and including LTFT

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
3	10. Erosion Control Ordinance and Requirements for Construction Site Contractors	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. Administratively confirmed existing ordinances in place. Implementing methods for monitoring, enforcement and action.
3	11. Erosion Control Plan Review	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. Administratively confirmed existing ordinances and procedures in place.
3	12. Construction Site Inspection and Enforcement	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. Administratively and undergoing site inspection and enforcement accordingly.
3	13. Engineering and Construction Staff Training	Yes - Administratively approved by TCEQ and appropriate for Construction Site Runoff Control. Evaluation of staff procedures, training, classes and responsibilities undergoing documentation.
4	14. Post-Construction Stormwater Ordinance	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. Undergoing existing ordinance review/documentation to see any necessary adjustments.
4	15. Development Review	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. TCSS currently has development review process and NPS ordinance in place for WQC.
4	16. Structural Control Maintenance	Yes - Administratively approved by TCEQ and appropriate for Post-Construction Stormwater Management. Existing NPS ordinances and TCSS contain procedures for long term maintenance plan and recordation requirements of MA.
5	17. Inventory of Facilities and Stormwater Controls	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. Results of evaluation administratively drafted
5	18. Employee Training	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. Results of evaluation administratively under consideration and drafted

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
5	19. Disposal of Collected Waste	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. Identification of municipal waste ongoing.
5	20. Contractor Oversight Procedures	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. Identifying relevant documentation to implement procedures.
5	21. Municipal Operations and Maintenance Activities	Yes - Administratively approved by TCEQ and appropriate for Pollution Prevention and Good Housekeeping. Identifying maintenance activities and procedures for ongoing maintenance activity. Listing and observing City facilities for proper housekeeping.
None	22. Edwards Aquifer Contributing Zone	Yes - Administratively approved by TCEQ and appropriate for the Edwards Aquifer Rule.

2. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a table or attach a narrative description as appropriate:

Narrative: The SWMP plan identifies implementation schedules for BMPs that will have direct and indirect reductions in the discharge of pollutants over the 5-year permit term. Permit Year 2 activities were primarily and developing procedures to implement the BMPs. BMP implementation initiation activities begin in Year 3.

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
N/A	N/A	N/A	N/A	N/A	N/A

3. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (See Example 2 in instructions):

MCM(s)	Measurable Goal(s)	Success
MCM 1 BMP 1. Distribute Educational Material	Identify the high priority community-wide stormwater quality issues needing focused educational efforts. Identify the target audience to receive the educational materials. Identify methods of distributing stormwater quality educational information to public employees, businesses, and the general public a minimum of once per year.	Met Goal
MCM 1 BMP 2. Web Site	Begin to develop stormwater related content on the City's website with educational information, links, and references for additional information. Solicit input and feedback from the public for stormwater quality issues and opportunities in the City.	Met Goal
MCMs 1/2/3 BMP 3. Stormwater Reporting Line	Develop a conceptual plan to initiate a stormwater reporting line program that includes means for the public to report spills and illicit discharges, including from construction sites.	Met Goal
MCM 1 BMP 4. Waste Cleanup	Evaluate opportunities and public receptiveness for waste cleanup activities.	Met Goal
MCM 2 BMP 5. Illicit Discharge Prohibition/Elimination Ordinance	Review existing ordinances to determine need for additional ordinance requirements to provide permittee with adequate legal authority to control pollutant discharges. If necessary begin drafting revised/new illicit discharge prohibition ordinance. Consider soliciting input from the public for the draft ordinance.	Met Goal
MCM 2 BMP 6. Storm Sewer System Map	Develop written procedures to identify regulated stormwater outfalls and drainage system features and develop a storm sewer system map.	Met Goal

MCM(s)	Measurable Goal(s)	Success
MCM 2 BMP 7. Illicit Discharge Detection and Elimination (IDDE) Training	Evaluate the activities requiring personnel training related to IDDE (Storm Sewer System Mapping, IDDE inspections, IDDE response and investigations, Spill Response, Stormwater Reporting Line, etc.).	Met Goal
MCM 2 BMP 8. IDDE Response, Investigation, and Inspections	Evaluate procedures for responding to illicit discharges, investigating illicit discharges, enforcing the corrective action of the responsible party, reporting to TCEQ if a threat to human health or the environment is detected, and performing scheduled inspections. Determine if additional programs are necessary.	Met Goal
MCM 2 BMP 9. Spill Response	Evaluate spill response procedures and training, and modify procedures as necessary to protect water quality. Develop written procedures for documenting spill response events.	Met Goal
MCM 3 BMP 10. Erosion Control Ordinance and Requirements for Construction Site Contractors	Review existing ordinances to identify need for additional ordinance requirements for erosion control, soil stabilization, and prohibit discharges. If necessary, begin drafting revised/new erosion control ordinance for public review and comment. Solicit input from the public for the draft ordinance. Develop procedures for construction site operators including erosion and sediment controls, soil stabilization and BMP's. Develop methods for monitoring prohibited discharges.	Met Goal
MCM 3 BMP 11. Erosion Control Plan Review	Evaluate existing construction site plan review procedures including documentation procedures, to determine if modifications are necessary to consider potential water quality impact and site specific erosion and sediment control measures.	Met Goal
MCM 3 BMP 12. Construction Site Inspection and Enforcement	Evaluate existing construction site inspection and enforcement procedures and determine if the inspection procedures adequately address TPDES permit coverage, effectiveness of control measures, compliance with local ordinances and regulations, and necessary follow-up inspection and enforcement actions.	Met Goal

MCM(s)	Measurable Goal(s)	Success
MCM 3 BMP 13. Engineering and Construction Staff Training	Evaluate the existing procedures for training staff with duties related to construction permitting, plan reviews, inspections, or enforcement activities.	Met Goal
MCM 4 BMP 14. Post-Construction Stormwater Ordinance	Review existing ordinances and guidance documents to identify if revisions are necessary to effectively control post-construction stormwater discharges from new development and redeveloped sites and to require long-term maintenance. If necessary, begin drafting updated language for the ordinance for public review and comment. Solicit input from the public for the draft ordinance.	Met Goal
MCM 4 BMP 15. Development Review	Evaluate if there is an existing design review process for planned construction projects one acre or more in size to protect stormwater quality, and if present, what revisions are needed.	Met Goal
MCM 4 BMP 16. Structural Control Maintenance	Develop procedures to implement maintenance activities for structural control at a frequency that maintains their effectiveness. If the owners or operators of privately owned structural controls are required to maintain their structural controls, include procedures for filing maintenance plans in the real property records of the County and documentation of operation and maintenance activities. If applicable develop procedures for educating the public that operation and maintenance activities must be documented and retained on site to be made available for review to show compliance with long-term maintenance plans.	Met Goal
MCM 5 BMP 17. Inventory of Facilities and Stormwater Controls	Evaluate the activities and personnel necessary to identify all City-owned and operated facilities and stormwater controls.	Met Goal
MCM 5 BMP 18. Employee Training	Evaluate the existing employee training methods.	Met Goal

MCM(s)	Measurable Goal(s)	Success
MCM 5 BMP 19. Disposal of Collected Waste	Begin identifying sources of waste requiring disposal as part of stormwater management program activities.	Met Goal
MCM 5 BMP 20. Contractor Oversight Procedures	Evaluate the actions necessary to develop procedures to oversee contractors hired by the City to perform maintenance activities on city-owned facilities and to contractually require the contractors to comply with the stormwater management program.	Met Goal
MCM 5 BMP 21. Municipal Operations and Maintenance Activities	Evaluate municipal operation and maintenance activities for their potential to discharge pollutants into stormwater, and identify pollutants of concern used by the City. Begin developing written procedures, as to perform assessments on municipal operation and maintenance activities and implementing pollution prevention measures that will reduce the discharge of pollutants into stormwater. Include visual inspection procedures and documentation procedures to confirm pollution prevention measures are functioning as intended.	Met Goal
BMP 22. Edwards Aquifer Contributing Zone	Continue to comply with the Edwards Aquifer Rule and operate according to Title 30 Chapter 213 of the Texas Administrative Code.	Met Goal

C. Stormwater Monitoring Data (Part IV Section B.2.(b))

1. The MS4 has conducted monitoring of stormwater quality and submitted in the annual report (i.e. analytical and visual observations).

____ Yes ☒ No

a. Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results:

D. Impaired Waterbodies (Part IV Section B.2.(c))

1. If applicable, explain below or attach a summary of any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern:

N/A

2. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL (*Part II Section D.4.(a)*):

N/A

3. Report the benchmark identified by the MS4 and assessment activities (*Part II Section D.4.(a)(6)*):

Benchmark Parameter <i>(Ex: Total Suspended Solids)</i>	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
N/A			

4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (*Part II Section D.4.(a)(4)*):

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
N/A		

5. If applicable, report on focused BMPs to address impairment (*Part II Section D.4.(a)(5)*):

Pollutant to Address (<i>Ex: Bacteria</i>)	Description of Focused BMP	Comments/Discussion
N/A		

6. Describe progress in achieving the benchmark (*Part II.D.4.(a)(6)*):

For example, the MS4 may use the following indicators:

- number of sources identified or eliminated;
- decrease in number of illegal dumping;
- increase in illegal dumping reporting;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs)
- increase in illegal discharge detection through dry screening

Benchmark Indicator	Description/Comments
N/A	

E. Stormwater Activities (Part IV Section B.2.(d))

Describe any stormwater activities the MS4 operator has planned for the next reporting year. Use the table or attach a summary, as appropriate:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	1	Distribute Educational Material	Research and acquire available stormwater educational material applicable to the identified stormwater quality issues. Distribute stormwater quality educational information to public employees, business, and the general public a minimum of once per year.
1	2	Web Site	Develop stormwater-related content on the City's web site with educational information, links, and references for additional information. Solicit input and feedback from the public for stormwater quality issues and opportunities in the City.
1/2/3	3	Stormwater Reporting Line	Develop written procedures for receiving calls or input. The procedures should include details addressing documentation, dispatching to appropriate personnel, and an annual review of the program.
1	4	Waste Cleanup	Begin offering waste cleanup activities (e.g. bulk waste cleanup, household hazardous waste collection, park cleanup). Evaluate opportunities and public receptiveness for additional waste cleanup activities.
2	5	Illicit Discharge Prohibition/Elimination Ordinance	If necessary, begin drafting revised/new illicit discharge prohibition ordinance for public. Consider soliciting input from the public for the draft ordinance. Conduct education activities, as needed to inform the public about new ordinance requirements.

MCM(s)	BMP	Stormwater Activity	Description/Comments
2	6	Storm Sewer System Map	Begin identification of regulated stormwater outfalls in the City and the names and locations of all water of the U.S. receiving discharges from the MS4.
2	7	Illicit Discharge Detection and Elimination (IDDE) Training	Develop written procedures for IDDE training. The procedures will include a summary of the action, the responsible personnel, and the type and frequency of training.
2	8	IDDE Response, Investigation, and Inspections	Develop written procedures for responding to illicit discharges, field investigations to identify the source of the discharge, elimination of the discharge, enforcing the corrective action of the responsible party, reporting to TCEQ if a threat to human health or the environment is detected, and performing scheduled inspections. Prioritize the investigations of discharges based on relative risk of pollution. Develop a standard report template to be completed after each investigation/inspection that documents the date(s) the illicit discharge was observed, the methods used to eliminate the discharge, and the date the incident was resolved.
2	9	Spill Response	Continue implementation of spill response procedures and training through the Fire Department. Evaluate existing spill response procedures and training, and modify as necessary to protect water quality.

MCM(s)	BMP	Stormwater Activity	Description/Comments
3	10	Erosion Control Ordinance and Requirements for Construction Site Contractors	If necessary, begin finalizing revised/new ordinance for public review and comment. Solicit input from the public for the draft ordinance. Conduct educational activities, as needed, to inform the public about the new ordinance requirements. Monitor erosion and sediment controls, soil stabilization, and BMP's through established procedures. Monitor prohibited discharges through established procedures.
3	11	Erosion Control Plan Review	Modify the construction site plan review procedures, as needed, to consider potential water quality impacts and site specific erosion and sediment control measures.
3	12	Construction Site Inspection and Enforcement	Update construction site inspection and enforcement procedures, as needed, to adequately address TPDES permit coverage, effectiveness of control measures, compliance with local ordinances and regulations, and necessary follow-up inspection and enforcement actions.
3	13	Engineering and Construction Staff Training	Develop training procedures, including procedures to track and document training, for staff with duties related to construction permitting, plan review, inspection, or enforcement activities.

MCM(s)	BMP	Stormwater Activity	Description/Comments
4	14	Post-Construction Stormwater Ordinance	If necessary, begin finalizing updated ordinance for public review and comment. Solicit input from the public for the draft ordinance. Conduct education activities, as needed, to inform the public about new ordinance requirements.
4	15	Development Review	If needed, begin revising/developing the design review process for all planned construction projects at least one acre in size to protect stormwater quality.
4	16	Structural Control Maintenance	Begin implementation of maintenance activities according to the developed procedures. If applicable, continue procedures for educating the public that operation and maintenance activities must be documented and retained on site to be made available for review to show compliance with long-term maintenance plans.
5	17	Inventory of Facilities and Stormwater Controls	Develop written procedures to identify and inventory City-owned and operated facilities and stormwater controls, including periodic updates to the inventory. Include documentation procedures to keep track of what has been inventoried.
5	18	Employee Training	Identify municipal operations in which activities have the potential to impact stormwater. Identify effort and method necessary to properly train affected City employees in implementing pollution prevention and good housekeeping practices.

MCM(s)	BMP	Stormwater Activity	Description/Comments
5	19	Disposal of Collected Waste	Continue identifying sources of waste requiring disposal as part of stormwater management program activities.
5	20	Contractor Oversight Procedures	Develop procedures to contractually require contractors to comply with the City's stormwater management program best management practices. Include procedures for the City to provide oversight of contractor activities and a means to document the oversight.
5	21	Municipal Operations and Maintenance Activities	Continue developing written procedures, as needed, to perform assessments on municipal operation and maintenance activities and implementing pollution prevention measures that will reduce the discharge of pollutants into stormwater. Include visual inspection procedures and documentation procedures to confirm pollution prevention measures are functioning as intended.
none	22	Edwards Aquifer Contributing Zone	Continue to comply with the Edwards Aquifer Rule and operate according to Title 30 Chapter 213 of the Texas Administrative Code.

F. SWMP Modifications (Part IV Section B.2.(e))

1. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

____ Yes X No

If 'Yes', report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
N/A		

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible and why the replacement BMP is expected to achieve the goals of the original BMP.

2. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land etc.): N/A

G. Additional BMPs (Part IV Section B.2.(f))

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

BMP	Description	Implementation Schedule (Start Date etc.)	Status / Completion Date (completed, in progress, not started)
N/A			

H. Additional Information (Part IV Section B.2.(g))

1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations?

___ Yes X No

If 'Yes,' provide the name(s) of other entity/ies and an explanation of their responsibilities (add more spaces or pages if needed):

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the named permittee sharing a SWMP with other entities?

___ Yes X No

2.b. If 'yes,' is this a system-wide annual report including information for all permittees?

___ Yes X No

If 'Yes,' list all associated permit numbers and permittee names (add additional spaces or pages if needed):

Authorization Number:	_____	Permittee:	_____
Authorization Number:	_____	Permittee:	_____
Authorization Number:	_____	Permittee:	_____
Authorization Number:	_____	Permittee:	_____

I. Construction Activities (Part IV Section B.2.(h-i))

1. The number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices) 25

2. a. Does the permittee utilize the optional seventh MCM related to construction?

☐ Yes ☒ No

2. b. If 'yes,' then provide the following information for this permit year:

The number of municipal construction activities authorized under this general permit	N/A
The total number of acres disturbed for municipal construction projects	N/A

Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): Caroline Murphy Title: Mayor

Signature: _____ Date: 3/28/2016

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Note: If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).